Heath House Prep School

STAFF CODE OF CONDUCT POLICY

Purpose

The purpose of this Code of Conduct (Code) is to set out a clear code of conduct for staff to ensure reasonable and mutually respectful relationships with other staff, employees, contractors, visitors, volunteers, pupils and their parents or guardians. This Code takes into account the Department for Education's (DfE) Teachers' Standards (2012), Keeping Children Safe in Education (2026) (KCSIE), Working Together to Safeguard Children (2026), the Equality Act 2010, the Data Protection Act 2018, UK GDPR, the Data (Use and Access) Act 2025, and the school's Safeguarding Policy.

The purpose of this Code is:

- To reinforce the professional responsibilities of both teaching and non-teaching staff;
- To make clear the legal position on staff/pupil relationships;
- To set out the school's expectations of standards and behaviour;
- To help staff reduce the risk of improper conduct and false accusations.

Application

The school is required to set out a Code of Conduct (Code) for all school staff. This Code provides guidance on the standards of behaviour all staff are expected to observe and has been agreed on by the school proprietors and Senior Leadership Team. The Code must be observed by all staff. Staff should also consult the DfE Teacher's Standards. All staff, including those who do not work directly with children, must read and understand Part One of Keeping Children Safe in Education 2026. A copy of Part One will be provided to all staff at induction and staff will be required to confirm that they have read and understood it. Staff should also follow the safeguarding procedures set out in the school's Safeguarding Policy. Staff should be aware that a failure to comply with the following Code could result in disciplinary action, including dismissal. Please see *Statement of Particulars of Employment* (i.e. employment contract), subsection *Disciplinary Procedure, Code of Conduct and School Rules.*

This Code of Conduct applies to:

This Code of Conduct applies to all staff employed by Heath House, whatever their position, role or responsibilities, including the Head Teacher. The safeguarding and professional conduct principles within this Code also apply, as appropriate, to supply staff, trainee teachers, volunteers and contractors working in or on behalf of the school. Where an individual is employed by a third-party organisation, the school will work with that organisation in accordance with KCSIE when responding to any safeguarding concern or allegation.

Where to Find Information

The DfE's Teachers' Standards and guidance on the Teacher's Standards is available for consultation in the school Office, or can be viewed and downloaded here.

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.

KCSIE and any update to KCSIE is sent electronically to staff in addition to being handed out in printed form. It is also available for consultation in the school Office, or can be viewed on Google Drive or downloaded here.

The school's Safeguarding Policy is included in the Staff Handbook and reissued to staff when updates are made. The policy is available for consultation in the school Office, and available for download from the school's website: http://www.heathhouseprepschool.com

The school's Designated Safeguarding Lead (DSL) is Mrs Anna Rokakis, Assistant Head Teacher - Pastoral. The DSL should be contacted immediately should a member of staff have concerns about a child. Should a member of staff need guidance about anything contained in this Code, or about something not included in this Code, they should speak to Mr Pearce, Head Teacher.

In Mrs Rokakis's absence, please contact one of the Deputy Designated Safeguarding Leads (DDSL), Mrs Emily Reid, School Manager, Mr Mark Pearce, Headteacher or Miss Lucy Borg, EYFS Lead.

Whistleblowing

Following guidance in *Working Together* the school aims to create an environment in which staff feel supported and able to raise concerns about safeguarding to the DSL. Should a member of staff feel there is unsafe practice, or a potential failure in the school's safeguarding policy and procedures, they should contact the DSL or member of the Senior Leadership Team immediately and follow the school's whistleblowing procedure (see Whistleblowing Policy). This includes any Low Level Concerns in line with the Safeguarding Policy. In keeping with the *KCSIE*, any member of staff can report a safeguarding concern to the appropriate local agency. Contact details for local agencies are set out in Appendix 1 of the Safeguarding Policy.

Guiding Principles

Heath House staff should put the safeguarding, welfare, development and progress of all children first, and at the centre of everything they do at work.

Staff should:

- Put the safety and wellbeing of pupils under their supervision first and take all reasonable steps to ensure this;
- Use professional expertise, experience and judgement for the best interests of pupils;
- Take responsibility for their own actions and for providing help and support to pupils;
- Always ask the Head Teacher for their guidance and support when needed;
- Raise concerns about teaching colleagues or other professionals where their actions may have a negative impact on pupils' progress, or may put pupils at risk;
- Be familiar with the school's safeguarding procedures and Safeguarding Policy;
- Know the identity of the DSL and DDSLs;
- Be aware that they are in a position of trust, and as an adult working in a school have a position of power or influence over pupils. The relationship between staff and pupils is not a relationship between equals, and that this position must never be used to intimidate, bully, humiliate, coerce or threaten pupils.

Heath House staff should demonstrate respect for diversity and take steps to promote equality by:

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.

- Acting in accordance with this Code and behaving appropriately towards all pupils, parents, guardians, carers, contractors, and colleagues;
- Complying with the school's Inclusion, Equality and Family Welfare Policy;
- Having regard for the *protected characteristics* under the *Equality Act* (2010):
    - age;
    - disability;
    - gender reassignment;
    - marriage and civil partnership;
    - pregnancy and maternity;
    - race;
    - religion or belief;
    - sex;
    - sexual orientation.
- Complying with the school's Behaviour and Anti-Bullying Policy and Dealing with Discriminatory Behaviour Policy, and this Policy;
- Addressing issues of discrimination and bullying when they arise, following the school's procedures;
- Helping to create a fair and inclusive school environment.

Heath House staff should work as part of a unified staff body by:

- Developing productive and supportive relationships with colleagues;
- Exercising any management responsibilities in a respectful, inclusive and fair manner;
- Complying with all school policies and procedures;
- Participating in the school's development and improvement activities;
- Recognising the role of the school in the local community and upholding the school's reputation, helping build trust and confidence in it.

Additional Principles for Teachers

Teachers should maintain the quality of their teaching by:

- Meeting and upholding the professional standards for teaching applicable to their role and position within the school;
- Reflecting on their current practice and seeking out opportunities to develop their knowledge, understanding and skills;
- Maintaining an effective learning environment;
- Helping pupils become confident and successful learners;
- Establishing productive relationships with parents, guardians and carers by:
    - Providing accessible and accurate information about their child's progress;
    - Involving them in important decisions about their child's education;
    - Complying with this Code;
    - Always involving and seeking the Head Teacher's guidance on conversations and building relationships with parents.

Teachers should maintain public trust and confidence in the school by:

- Demonstrating honesty and integrity;

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.

- Maintaining reasonable behaviour and high personal and professional standards in line with their professional status whether inside or outside normal working hours, and whether on or off the school's site, throughout the year during both term time and holiday periods;
- Understanding and upholding their duty to safeguard the welfare of children and young people by:
    - Following the school's procedures and Safeguarding Policy;
    - Reading and having regard for DfE guidance on safeguarding children as set out in *KCSIE*.

Guidance on Staff/Pupil Relationships

Staff should be aware that allegations of misconduct or improper contact may be made against staff. Professional boundaries between staff and pupils should be maintained at all times, and the safeguarding procedures set out in the Safeguarding Policy should be followed by all staff to ensure the protection and welfare of children in our care, and to reduce the risk of allegations against staff. The school has a clear procedure for dealing with allegations made against staff, set out in the Safeguarding Policy.

Pupil Infatuation

In the event of a pupil being infatuated with a member of staff, it must be immediately reported to the Head Teacher and parents will be notified. Appropriate guidance will be discussed with the teacher and parent.

General Guidance

Heath House staff are expected to:

- Be professional at all times and exercise their judgement in situations, always acting in keeping with behaviour and procedures set out in this Code;
- Discuss and consult with the DSL where there is ever any doubt about what to do in any situation where no guidance exists;
- Keep written records, including justifications of any action taken;
- Be aware of the school's Safeguarding Policy and procedures;
- Always seek guidance from the DSL if in doubt about conduct;
- Report any incidents involving a pupil which could be misinterpreted to the DSL.
- To keep information about pupils and their parents appropriately confidential and only share it with those who have a legitimate need to know. Staff must understand that data protection and confidentiality requirements do not prevent the lawful sharing of information where this is necessary to safeguard a child.

Behaviour that Causes Concerns about a Child

In addition to the signs and symptoms detailed in the Safeguarding Policy that may indicate a child has been or is being abused, staff should record and report to the DSL any child's behaviour which gives cause for concern. If a child:

- Appears emotionally distressed and vulnerable, and/or is seeking affection from you;
- Appears to hold a grudge against you;
- Acts in a sexually provocative way, or whose manner with adults/staff is over-familiar;
- Is inclined to fantasise about themselves or others;

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.

Some of these behaviours may be indicators that a child has been or is being abused and should immediately be reported to the DSL using the school's safeguarding procedures set out in the Safeguarding Policy.

Low Level Concerns

Lower level concerns relating to Staff which do not meet the 'Harm Test' outlined in the Safeguarding Policy will be dealt with separately to higher level of concerns. This is to create and embed a culture of openness, trust and transparency within the school.

All low-level concerns about an adult working in or on behalf of the school must be reported to the Head Teacher in accordance with the Safeguarding Policy. The Head Teacher may delegate responsibility for receiving and managing low-level concerns to the DSL but retains overall responsibility. Where the concern relates to the Head Teacher, it must be reported to the proprietor or the proprietor's designated representative. Staff must report any concern about the conduct of another adult working in or on behalf of the school, however small it may appear. Staff are also encouraged to self-refer where they believe they may have acted in a way that could be misinterpreted or may fall below the standards expected in this Code. A low-level concern does not mean that the concern is insignificant; it means that the behaviour does not meet the harm threshold set out in KCSIE.

Records of Low Level Concerns are kept securely in the School Office, details of the individual reporting the concern, the date and the nature of the concern are all recorded.

Any patterns of behaviour are noted and appropriate action will be taken including, if necessary, informing the LADO.

Following a report of a low level concern, the Senior Leadership Team will consider if there are any wider cultural issues in the school that have enabled the behaviour and if all policies and procedures in place are appropriate or need revising. If required, additional training will be provided to minimise the risk of recurrence.

Please see the Safeguarding Policy for all information relating to reporting any concerns.

Record Keeping

Good record keeping is essential and staff should always record any incident involving a child that gives, or could give, cause for concern.

Staff should:

- Follow the procedures set out in the Safeguarding Policy;
- Record safeguarding concerns about children promptly on CPOMS in accordance with the Safeguarding Policy;
- Always immediately report any incident to the DSL.

Attendance Registers and Children Absent or Missing From Education

Heath House staff must have regard for the risks associated with children going missing from education as outlined in the Safeguarding Policy and Children Missing Education Policy. The school's procedures for

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.

identifying and responding to children who go missing are set out in the Children Missing Education Policy.

Staff must:

- Understand and have regard for the risks associated with children going missing from education;
- Comply with the school's safeguarding procedures in the Safeguarding Policy;
- Comply with the Children Missing Education Policy and Attendance and Pupil Welfare Policy;
- Complete the attendance register for their class at the start of each morning and once during each afternoon session;
- Be vigilant with monitoring attendance and non-attendance and reporting any concerns to the SLT;
- Use the codes and instructions in the attendance register;
- Follow the guidance and processes for completing attendance registers set out in the Children Missing Education Policy.

Good Order and Discipline

Staff in charge of children must maintain good order and discipline at all times, whether children are on the school premises or elsewhere engaged in authorised activities, for example, at the Waterfront Leisure Centre using the gym or having swimming lessons, and all trips and activities in and out of school.

Staff should use the School Rules and Behaviour and Anti-Bullying Policy to support behaviour management of pupils.

Privacy and Confidentiality

All staff are required to complete an 'Introduction to GDPR' training when joining the Heath House team. Staff must read the Privacy Policy and read and sign the Confidentiality Policy. Accounts managed by Heath House such as email, Microsoft and All staff must use school-approved secure storage systems for documents and data relating to Heath House. Accounts are for school use only and are not for personal use. Staff are not permitted to use/ login to their personal accounts from any school device in line with the Acceptable Use of Technology Policy. The use of USB devices, external hard drives, SD cards etc. is not permitted at Heath House for the purpose of Data Security. Will ensure that school data is stored and backed up using school-approved secure storage systems; Staff are asked to read the Acceptable use of Technology Policy as part of the induction process and must sign it. Any member of staff in breach of this code may be subject to disciplinary proceedings.

General Conduct

Staff must:

- Take care when using the school's property and not use it for unauthorised use or personal gain;
- Not carry out other work or activity on the school property or during hours of work other than as set out in your *Statement of Particulars of Employment* without prior written permission from the Head Teacher;
- Not carry out other employment apart from their work within the school, without prior written consent from the Head Teacher;
- Devote their full time, attention and abilities during hours of work for the school to their duties;

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.

- Uphold high personal and professional standards in line with their professional status throughout the year, during both term time and holiday periods;
- Be aware of and follow all school policies;
- Staff must always model good behaviour with reference to not taking drugs, drinking alcohol, not smoking. Staff who smoke must be fully aware of the 'No Smoking and No Alcohol Policy' and ensure that, in line with the policy, they do not smoke during their hours of work, on the school premises, in the vicinity of any school premises, or in their school staff uniform;
- Staff must not be under the influence of alcohol or drugs during working hours or when responsible for pupils (e.g., on residential trips).
- Ensure they are appropriately dressed for their day i.e. if teaching sport lessons appropriate clothing and footwear must be worn.
- Always wear their Staff ID Lanyard (which will be issued on the first day of employment) whilst at school, engaging with school related activities during the school day and when engaged in any school related off site activities. Failure to do so may result in further action due to Safeguarding reasons.
- Be aware that the behaviour of others - their partner or family members - may be cause for concern; if such concerns arise they will be given careful consideration as to whether a potential risk is posed to children at the school.

Meeting with Pupils

<u>One-to-one Meetings with Pupils</u>

If you are working or teaching one pupil, for example, a music lesson or one-to-one maths tutorial, or holding a one-to-one meeting with a child, you should:

- If this is an integral part of your role, conduct a full risk assessment and agree this with the Head Teacher;
- Keep the door to the room you are in open to ensure that you are within eyeshot or earshot of another member of staff;
- Inform a colleague that the lesson or meeting is taking place;
- Always ensure there are other people about i.e. there are other staff in the building or location you are working in;
- Not continue the lesson/meeting for longer than necessary to achieve its purpose;
- Avoid sitting or standing in close proximity to the pupil, except as needed to check work;
- Avoid idle discussion not relevant to the purpose of the lesson/meeting;
- Avoid all physical contact and apologise straight away if there is accidental physical contact;
- Avoid any conduct that could be taken as sexual advance;
- Follow the school's Safeguarding Policy and procedures and;
- Report any incident that causes concern to the DSL;
- Report any occasion where a pupil becomes distressed/angry to the Head Teacher.

<u>Pre-arranged Meetings with Pupils and Parents of Pupils Outside of School</u>

Pre-arranged meetings with pupils outside of school are not necessary, and are not permitted under any circumstances.

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.

Staff should never:

- Arrange to meet with a pupil outside of school;
- Arrange to meet with a parent of a pupil outside of school;
- Accept an invitation from a pupil and/or parent of a pupil to meet with them outside of school.

Should a pupil or parent of a pupil invite a member of staff to meet with them outside of school then the staff member should:

- Decline and explain that it is the school's policy that staff do not meet with pupils and/or parents of pupils outside of school hours or the school premises;
- Record that the conversation took place and;
- Report to the Head Teacher that the conversation took place and discuss any concerns, if necessary seeking guidance on how to talk to parents.

Further detail of Staff Disciplinary procedures can be found in the Staff Disciplinary Policy.

Language and Appearance

Heath House staff are expected to lead by example and model high standards of conduct to encourage pupils to do the same. The language used by staff, as well as their physical appearance, should be appropriate and professional at all times when they are in the presence of pupils, whether on or off the school premises, including outside of normal school hours, for example on a residential trip.

Language

Staff should use appropriate language at all times. Inappropriate or offensive language may include, for example:

- Swearing, profanities/vulgar language, religious slurs;
- Derogatory and discriminatory language used towards people of different racial, cultural or religious identities; special educational needs or disabilities (SEND); sexual orientation; gender identity; sex; or age.

Staff should:

- Not swear, use profanities/ religious slurs or use inappropriate or offensive language in front of children;
- Not use derogatory or discriminatory terms;
- Avoid words or expressions that have unnecessary sexual content or innuendo;
- Avoid any words or actions that are over-familiar;
- Avoid displays of affection personally or in writing, for example when writing messages in journals, birthday cards, get well cards, leaver's cards/books etc.;
- Avoid any aggressive or threatening language;
- Avoid use of sarcasm or derogatory words when managing a pupil's behaviour or misbehaviour;
- Avoid making unprofessional comments about anyone;
- Have regard for areas of the curriculum that may raise sexually explicit subject matters for example, PSHE/RHE. Staff should prepare clear lesson plans and always maintain personal and professional boundaries;
- Report any incidents of pupils using inappropriate/offensive language to the Head Teacher;

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.

- Report any incidents of other staff using inappropriate/offensive language to the Head Teacher.

Appearance

Staff should dress in an appropriate and professional manner at all times. This extends to trips out of school, and residential trips. Additionally, it is unreasonable for staff to ask pupils to maintain high standards of dress if the staff body does not do so itself.

Staff should:

- Dress appropriately for their timetable. In the classroom smart-casual attire is sufficient. Smart trousers and a collared shirt for male staff; female staff may wear smart trousers/skirt and top, or a dress.
- Staff must wear a Heath House staff games top, with navy or black tracksuit bottoms or leggings (leggings must be suitably thick to avoid any embarrassment) suitable footwear, and the Heath House staff fleece/ coat for PE and Games lessons, or sports fixtures;
- Have only one piercing in each ear, stud earrings only;
- Have short nails which are not sharp or unkempt;
- Cover any tattoos so they are not visible to pupils.

Staff should not:

- Dress in an offensive, distracting, embarrassing, discriminatory, revealing or sexually provocative way;
- Wear short dresses or skirts that risk staff exposing themselves;
- Wear long maxi-style dresses that pose a trip hazard to staff and children;
- Wear political symbols or slogans. Religious dress or symbols are respected in line with the Equality Act 2010; staff with specific religious requirements should discuss these with the Head Teacher.
- Wear tatty, damaged or unclean clothing;
- Wear blue jeans.
- Wear hats inside the classroom (this includes but is not limited to baseball caps, flat caps, winter hats, sun hats, fashionable scarfs). Hats worn outside must be navy blue or black in accordance with the school uniform;
- Use umbrellas or wear sunglasses when outside with the children;
- Wear unsuitable footwear for their role. For example high heeled shoes, platforms or wedges, and flip-flops or open toed/backed shoes are inappropriate for teaching staff. All staff should also be considerate in their choice of boots as heavy boots can cause severe damage to children's fingers and toes. Staff should be mindful that their footwear needs to be appropriate for all activities for example wearing trainers on the Heath for break and games to allow for participation.

Restrictive Intervention, Physical Contact and Use of Reasonable Force

Teaching staff and other staff authorised by the Head Teacher to have control or charge of pupils must adhere to the following statutory principles regarding restrictive interventions:

- **Legal Standards:** All forms of corporal punishment are strictly unlawful, and any unwarranted physical force is likely to constitute a criminal offence.

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.

- **Last Resort:** Physical intervention and restraint (restrictive interventions) should only be used when no other form of control is available and it is necessary to intervene.
- **De-escalation:** Before intervening physically, staff should tell the pupil(s) to stop and explain what will happen if they do not.
- **Duration:** Staff must make it clear that the physical contact or restraint will stop as soon as it ceases to be necessary.
- **Minimum Force:** In any event of physical intervention or restraint, it is important that only the minimum amount of physical force is used.
- **Proportionality:** Use of force or physical contact must be reasonable and proportionate in the circumstances to prevent a pupil from:
    - Committing a criminal offence;
    - Causing injury to themselves or others;
    - Damaging property, including their own.
- **Prohibited Practices:** Staff should avoid touching or holding a pupil in a way that might be considered indecent.
- **Seclusion:** Forced isolation or seclusion (forcing a pupil to remain alone in a room against their will) is a restriction of liberty and is strictly prohibited as a disciplinary penalty or standard behaviour management tool. It may only be used in an absolute, unforeseen emergency to prevent imminent, severe physical injury to the pupil or others, and must be terminated the moment that immediate danger passes and recorded immediately.

Statutory Recording and Reporting

- **Incident Logs:** Following a physical intervention, an incident form must be completed and the Head Teacher must always be informed.
- **Legal Duty:** Staff must keep written records, including justifications of any action taken.
- **Parental Notification:** Parents will be notified on the same day an intervention occurs, and a note will be made in the child's journal.
- **Post-Incident Review:** Staff should record and report any child's behaviour which gives cause for concern following an incident to the DSL.

When Physical Contact May Be Appropriate

Physical contact may be necessary to demonstrate a required action or correct a technique, for example in PE or Games lessons, music lessons, and extra-curricular clubs such as Gym & Dance or Yoga. Physical contact could also be appropriate when offering comfort to a distressed child, and may be necessary when administering first aid or medication. The need for physical contact for a child in the Early Years Foundation Stage (EYFS) will be greater than for older children, such as support with toileting or changing clothes.

Mandatory Principles for Physical Contact

Any physical contact should always be:

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.

- In response to a pupil's needs and of limited duration.
- Appropriate to the pupil's age, stage of development, gender, ethnicity and background.
- Mindful of special circumstances, such as a child who has been abused and may find physical contact difficult.
- Used with professional judgement and in compliance with the school's Intimate or Personal Care Policy.

Staff receive appropriate information and training regarding restrictive interventions and the use of reasonable force, relevant to their role and responsibilities.

Administering First Aid and Medication

All staff must follow the guidance and procedures set out in the school's First Aid Policy and Medication Policy. When administering first aid or medication to a pupil, staff should explain the process to the child in an age-appropriate manner. To ensure the safety of both the pupil and the staff member, another adult should be present or made aware of the action being taken.

Every instance of administration must be reported and recorded immediately in accordance with school requirements to maintain an accurate medical log. Staff must ensure these records are stored securely on the All staff must use school-approved secure storage systems for documents and data relating to Heath House. system in line with Data Security protocols.

Pupils Entitlement to Privacy

Children are entitled to privacy when changing their clothes or showering. There must, however, be an appropriate level of supervision to ensure safety. Staff must:

- **Ensure Privacy:** Avoid physical contact or visually intrusive behaviour when children are undressed.
- **Entry Protocols:** Announce their presence when entering changing rooms and avoid remaining in the area unless strictly necessary for supervision.
- **Supervision Safety:** Avoid working alone when supervising children changing or showering; staff should work with colleagues or ensure another adult is within earshot.
- **Professional Boundaries:** Not shower or change in the same area as children or in view of children.
- **Encourage Independence:** Not assist with personal care tasks which a pupil can undertake themselves.
- **Reporting:** Immediately report any incident or concern that arises during changing or showering to the DSL.

Where a Child Has Been Abused

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.

The Head Teacher or DSL will inform relevant staff on a 'need to know' basis if a child is known to have experienced previous abuse. This information is highly confidential and must be handled in accordance with Data Security protocols. When working with these pupils, staff must:

- **Adopt a Trauma-Informed Approach:** Recognise that children who have experienced trauma may have different perceptions of physical contact and personal space. Staff must exercise extreme caution and professional judgement before any physical contact occurs.
- **Manage Boundary-Seeking Behaviour:** Be aware that some children may seek physical contact that is inappropriate or over-familiar as a result of their past experiences.
- **Maintain Professional Boundaries:** Sensitively and consistently deter such behaviour, helping the pupil to understand and respect healthy physical boundaries in a supportive, non-punitive manner.
- **Mandatory Reporting:** Immediately report and discuss any incidents of concern, or instances where boundaries have been challenged, with the DSL.
- **Collaborative Communication:** Ensure that any approach to physical contact is coordinated with the Head Teacher and the child's parents, guardians, or carers to ensure a consistent safeguarding strategy.

Children with Special Educational Needs or Disabilities (SEND)

The school recognises that pupils with SEND may require additional physical support to access the curriculum, maintain safety, or manage everyday routines. To ensure this support is provided safely and with dignity, staff must:

- **Consult Specialist Guidance:** Seek advice from the Head Teacher and the Special Educational Needs Coordinator (SENDCO) regarding the specific needs of the pupil.
- **Individual Planning:** Ensure that any required physical contact or intervention is explicitly detailed in the pupil's **Individual Education Plan (IEP)** or **Education, Health and Care (EHC) Plan**.
- **Reasonable Adjustments:** In line with the Equality Act 2010, staff must make reasonable adjustments to their approach, acknowledging that SEND pupils may have sensory sensitivities or communication difficulties that affect how they respond to physical contact.
- **Risk Assessment:** Where a pupil's SEND may lead to behaviours that require restrictive intervention, a bespoke **Positive Handling Plan** or risk assessment must be in place, agreed upon by the school, the parents/carers, and, where appropriate, the pupil.
- **Collaborative Agreement:** All physical support strategies must be discussed, agreed, and understood by all concerned parties, including parents/carers, to ensure transparency and consistency of care.

Code of Conduct for Contact Outside of School

Heath House staff should avoid unnecessary contact with pupils outside of school. Staff should:

- Not give pupils your home address, home telephone number, mobile telephone number or email address;
- Not send personal communications, for example, birthday cards or holiday cards, text messages etc. to pupils without permission from the Head Teacher;

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.

- Not make arrangements to meet pupils outside of school (see 'Meeting with Pupils' above);
- Not give a pupil a lift in your own vehicle other than on school business and with permission from the Head Teacher;
- Not invite pupils to your home;
- Not contact pupils at home unless strictly necessary and with permission from the Head Teacher;
- Report and record any situation which may place a child at risk or may compromise your or the school's professional standing;
- Never engage in secretive social contact with pupils or their parents, guardians, or carers.
- All staff including EYFS staff must never engage in home visits of a child. EYFS children come to the school for settling in days as part of the introduction and routine of the school day. Older prospective pupils also come and visit the school and spend the day or days with their class before starting.

Social Contact Outside of School

Staff should be aware that social contact with pupils, parents, guardians or carers could be misinterpreted as grooming. Any social contact that could give rise to concern should be reported to the Head Teacher.

Friendships with Parents, Guardians or Carers of Pupils

If a member of staff is friends with a parent, guardian, or carer of a pupil, they will of course have contact with those pupils outside of school. Members of staff should still respect the guidance set out in this Code and must ensure that they always keep the Head Teacher informed of such relationships.

Members of Staff whose child is a pupil at Heath House

Prior to the member of staff's child joining Heath House, the member of staff together with the Head Teacher and Senior Leadership Team will meet to discuss the appropriate level of communication that the member of staff should have with other families in their child's class. The guidance outlined in this Code must still be followed with slight variations on outside contact with parents as agreed on an individual basis by the Head Teacher. Staff members whose child is a pupil at Heath House must ensure, as outlined above, that they always keep the Head Teacher informed of relationships with parents.

Scope of Code of Conduct for Contact Outside School

The above guidance applies to after school clubs, school trips, and residential school trips that involve overnight stays away from school. The principles also apply to contact with children and young people who are pupils at another school.

Communication with Pupils Including the Use of Technology

Heath House staff are expected to conform to this Code and limit their communications with pupils and parents of pupils to professional matters. All communications should be made using school property, for example, written notes in the child's journal, or telephone calls made via the school office or telephones in the Old Library and Tranquil Hall. The only exception to this is in an emergency situation.

Staff must comply with the school's policy on use of mobile phones and technology as set out in the Acceptable Use of Technology Policy Agreement. Additionally, staff should not communicate with pupils or parents of pupils using:

- Personal mobile telephones;

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.

- Personal email accounts;
- Web-cameras or video-calling programmes, for example, Skype/ Zoom/ Teams without prior consent;
- Social Networking websites, for example, Facebook;
- Social media platforms, for example X (Twitter), Instagram, TikTok, Vimeo;
- Internet blogs or chat rooms;
- Online gaming platforms.

Please see the Acceptable Use of Technology Policy Agreement for further information.

Artificial Intelligence (AI)

Staff must only use generative AI tools in accordance with the school's Acceptable Use of Technology Policy and any school-approved guidance. Staff must not enter personal, confidential or safeguarding information about pupils, families or colleagues into unauthorised AI systems. Staff must remain alert to safeguarding risks associated with AI, including the creation or manipulation of harmful, sexualised or otherwise inappropriate content involving children, and must report any safeguarding concern arising from the use of AI immediately to the Designated Safeguarding Lead.

Photographs and Videos

Where staff take photographs or record video camera footage of pupils to provide evidence of their achievements for development records and displays, they should:

- Not take images of children using their personal mobile telephones;
- Only use equipment provided by or authorised by the school, for example the school mobile phone or tablet provided to class teachers;
- Ensure the purpose of the activity and what will happen to the photographs or videos is clear;
- Be able to justify the purpose of images in their possession;
- Make all images available to the school in order to determine acceptability;
- Not take images during one-to-one situations;
- Ensure that the pupil is appropriately dressed;
- Ensure that the pupil understands why the image is being taken and has agreed to the activity;
- Not display the child's name with any photo that the public have access to, for example on the school website;
- Store all images of children securely and only allow access by those authorised to do so;
- Never take images secretively;
- Staff must not expose pupils to inappropriate images inadvertently or otherwise.

Staff must not create, alter, manipulate or use images, video or audio of pupils through artificial intelligence or other digital tools unless this has been expressly authorised by the school for a legitimate educational or administrative purpose. Any suspected creation or sharing of AI-generated or digitally manipulated sexualised imagery involving a child must be treated as a safeguarding concern and reported immediately to the Designated Safeguarding Lead.

Please see the Staff Acceptable Use of Technology Policy Agreement for further information.

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.

Gifts and Rewards
Heath House staff should be aware of the following guidance on accepting and/or giving gifts or rewards.

Receiving Gifts from Pupils or Parents
Staff should:

- Declare the gift where there is any possibility it could be misconstrued;
- Declare any gift of a value of more than £100;
- Be mindful that the Head Teacher may, in his absolute discretion, require you to decline the gift;
- Decline outright gifts that may be perceived as a bribe or that create an expectation of preferential treatment;
- Be mindful that while it is acceptable for pupils or parents to make small gifts to show appreciation, you must not receive gifts on a regular basis or of significant value.

Giving Gifts and Rewards
Where staff are thinking of giving a gift or reward to a pupil, these should:

- Only be provided as part of an agreed reward system, for example, the Head Teacher gives pupils prizes as part of the Plus Points system, and at the end of the school year for academic progress;
- In all cases except the above, be of little monetary value and discussed and agreed with the Head Teacher *before* given to the pupil;
- Be based on a fair and transparent selection process, and agreed by more than one member of staff;
- Always be given openly, and not based on favouritism.

Allocation of Gifts, Rewards, Privileges, and Admission to School Trips
Decisions about entitlement to gifts and rewards, classroom privileges/tasks, or admission to school trips must avoid perceptions of bias, favouritism or grooming. Staff must base decisions on selection processes that use transparent criteria.

Prevent Duty
All staff must complete appropriate Prevent awareness training and understand their responsibilities in relation to the Prevent duty. Staff must remain alert to indicators that a child may be susceptible to radicalisation and must report any concerns immediately in accordance with the school's safeguarding procedures. Staff must support the school in promoting fundamental British values and follow school procedures relating to external speakers. Please also see the Prevent section of the Safeguarding Policy.

FGM (Female Genital Mutilation)
All staff must act immediately on any concern that a girl may be at risk of, or may have undergone, FGM and must follow the school's safeguarding procedures. Teachers have a specific statutory duty to report directly to the police where, in the course of their professional duties, they discover that FGM appears to have been carried out on a girl under the age of 18. This duty is in addition to following the school's safeguarding procedures and informing the Designated Safeguarding Lead. Please also see the Safeguarding Policy.

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.

Sexual Contact

Staff must not:

- Have any type of sexual contact or relationship with a pupil;
- Have sexually suggestive or provocative communications with a pupil;
- Make sexual remarks to or about a pupil;
- Discuss their own sexual relationships in the presence of pupils.

It is an offence for a person aged 18 or over, such as a teacher, to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if, in the case of those over 16, the relationship is consensual.

Sexual contact or relationships with pupils, or encouraging a relationship to develop in a way that may lead to a sexual relationship is a grave breach of trust that will lead to disciplinary action and may lead to criminal prosecution. The school also includes children that do not attend this school in the scope of this policy.

Consequences of Misconduct and Breaching the Staff Code of Conduct Policy

It is in your interests to follow this Staff Code of Conduct Policy to maintain standards of behaviour and your own professional reputation.

Staff should be aware that any breach of this Code may be treated as misconduct, and may make you liable for disciplinary action, including in serious cases, dismissal.

All concerns relating to a staff member's conduct will be recorded in the concern log in line with the Staff Disciplinary Policy and Capability procedures.

Where a member of staff is unsuitable to work with children the school will make a referral to the Disclosure and Barring Service (DBS). Dismissal (or where a teacher would have been dismissed had he/she not resigned) for unsuitable professional conduct will lead to a referral to the Teaching Regulation Agency. Please see the Safeguarding Policy.

Please see your *Statement of Particulars of Employment (Staff Contract)* and the Safeguarding Policy.

Internal use only

Last reviewed	September 2026
Date for review	September 2027

This is a controlled document. The version you are viewing may be out of date. The current master version is held by the School Office Manager and Bursar.